

HOW TO USE THE RUBRIC FOR RANKING TEACHING FACULTY

Teaching Faculty Member: _____

Overall Rating Score: _____

Chair: _____

Academic Year: _____

Directions: The Chairperson of each division is to use this rating scale to rank each non-tenured faculty member on each of the 5 categories included in the Rubric for Ranking Teaching Faculty. First, the faculty member will receive a particular ranking (Superior, Good, Satisfactory or Deficient) for each criteria under each of the five categories, then the sum of the ranking values for each criteria met by the faculty member will determine his/her ranking for that category according to the ranking index listed at top of each category in the Rubric for Ranking Teaching Faculty. After a faculty member has been rated on all categories, he/she will receive an Overall Rating Score using this method for calculation:

Check off faculty member's ranking per category					
Category	Superior (Value = 4)	Good (Value = 3)	Satisfactory (Value = 2)	Deficient (Value = 1)	Calculate Rating Score
Effectiveness as a Teacher					4 x (Ranking Value) = _____
Contributions to the Department/Division					3 x (Ranking Value) = _____
Contributions to the College					2 x (Ranking Value) = _____
Contributions to the Community					1 x (Ranking Value) = _____
Scholarly or Other Contributions to Professional Organizations					1 x (Ranking Value) = _____
					Total Overall Rating Score: _____

Interpretation of Overall Rating Score

(based on an Overall Rating Score across all categories with the first category "Effectiveness as a Teacher" having a weight of 4; the second category "Contributions to the Department/Division having a weight of 3, the third category "Contributions to the College a weight of 2 and the last two categories "Contribution to the Community" and "Scholarly or Other Contributions to Professional Organizations a weight of 1)

<u>Overall Rating Score</u>	<u>Total Overall Score</u>
Superior	38 – 44 points
Good	27 – 37 points
Satisfactory	17 - 26 points
Deficient	11 - 16 points

Note: The lowest possible score ("deficient performance" ranking in all 5 categories) is an 11; a "satisfactory performance" ranking on all 5 categories is a score of 22; a "good performance" ranking on all 5 categories is a score of 33; and, the highest possible score ("superior performance" ranking in all 5 components) is a 44.

Description of how the ranking will be used to determine retention and the granting of tenure:

After the first year, the Overall Rating Score must be 17 points or more; if not, the faculty member will not be retained. A Personal Improvement Plan (PIP) will be completed to help the faculty improve his/her performance.

After the second year, the Overall Rating Score must be higher than that received in the first year to show improvement; if this is not the case, a second PIP will be designed and implemented thereafter to help the faculty member improve his/her performance.

After the third year, the Overall Rating Score must be 27 points or higher; if this is not the case, the faculty member will not be retained.

After the fourth year, the faculty member must have earned a ranking of Superior Performance (4) in the "Effectiveness as a Teacher" category as well as an Overall Rating Score of 32 or higher in order to be recommended for tenure in the 5th year.

Chair (signature): _____ Date: _____

Faculty Member (signature): _____ Date: _____

Rubric for Ranking Classroom Faculty

Directions: Check off the criteria satisfied by the faculty member, then take the sum of the ranking values for the criteria met. The rank of the faculty member in this category is determined by this ranking value sum using this index: Superior: 24-28; Good: 18-23; Satisfactory: 12-17; Deficient: 7-11

Category	Superior Performance	Good Performance	Satisfactory Performance	Deficient Performance	Suggested Assessment Source(s)
Ranking Value	4	3	2	1	
Effectiveness as a Teacher	<input type="checkbox"/> Demonstrates excellent command of subject matter	<input type="checkbox"/> Shows good command of subject matter	<input type="checkbox"/> Shows satisfactory command of subject matter	<input type="checkbox"/> Shows poor command of subject matter	<input type="checkbox"/> Peer/ Chair's Evaluations
	<input type="checkbox"/> Demonstrates highly effective teaching/ learning strategies	<input type="checkbox"/> Shows effective teaching/learning strategies	<input type="checkbox"/> Shows satisfactory teaching/ learning strategies	<input type="checkbox"/> Shows poor teaching and learning strategies	<input type="checkbox"/> Peer, Chair's, & Student Evaluations
	<input type="checkbox"/> Actively encourages student participation and promotes the intellectual engagement and development of students	<input type="checkbox"/> Good student participation; good promotion shown for the intellectual development of students	<input type="checkbox"/> Satisfactory student participation; some promotion shown for the intellectual development of students	<input type="checkbox"/> Little or no student class participation; does not promote the intellectual development of students	<input type="checkbox"/> Peer, Chair's, & Student Evaluations; review of class tests and assignments
	<input type="checkbox"/> Shows enthusiasm, initiative, and good rapport with students; displays excellent classroom management	<input type="checkbox"/> Lively classroom presence, good rapport with students and good command in the classroom	<input type="checkbox"/> Satisfactory teacher/student engagement and rapport and maintains class control	<input type="checkbox"/> Poor teacher/ student engagement and rapport and minimal control in the classroom	<input type="checkbox"/> Peer, Chair's, & Student Evaluations
	<input type="checkbox"/> Communicates clearly and accurately	<input type="checkbox"/> Good communication skills	<input type="checkbox"/> Satisfactory communication skills	<input type="checkbox"/> Poor communication skills	<input type="checkbox"/> Peer /Chair's Evaluations
	<input type="checkbox"/> Excellent plan for class observed; syllabus shows organized plan for the class with clearly defined learning outcomes/ objectives and appropriate assessment mechanisms	<input type="checkbox"/> Good plan for class observed; good class syllabus showing learning outcomes/ objectives and appropriate assessment mechanisms	<input type="checkbox"/> Satisfactory plan for class observed; satisfactory class syllabus showing learning outcomes/ objectives & appropriate assessment mechanisms	<input type="checkbox"/> Disorganized plan for class observed; class syllabus shows poorly defined outcomes/ objectives & inappropriate assessment mechanisms	<input type="checkbox"/> Review of Class Syllabus & Plan for Class Observed
	<input type="checkbox"/> Teaching materials and methods are current and appropriate – from chalk to digital enhancement	<input type="checkbox"/> Good teaching materials and methods	<input type="checkbox"/> Average teaching materials and methods	<input type="checkbox"/> Poor teaching materials and methods	Peer / Chair's Evaluations

Faculty Member: _____ **Ranking for this category:** _____

Directions: Check off the criteria satisfied by the faculty member, then take the sum of the ranking values for the criteria met. The rank of the faculty member in this category is determined by this ranking value sum using this index: Superior: 24-28; Good: 18-23; Satisfactory: 12-17; Deficient: 7-11

Category	Superior Performance	Good Performance	Satisfactory Performance	Deficient Performance	Suggested Assessment Source(s)
Ranking Value	4	3	2	1	
Contribution to the Discipline/Division	<input type="checkbox"/> Chairs or actively serves on several departmental committees with substantial contribution	<input type="checkbox"/> Serves on a few departmental committees with strong contribution	<input type="checkbox"/> Serves on at least one departmental committee	<input type="checkbox"/> Little/no involvement with departmental committees	<input type="checkbox"/> Chair's/ Self and Divisional Evaluation Committee; Divisional Committees Minutes
	<input type="checkbox"/> Coordinates one or more courses/programs in the discipline with substantial contribution	<input type="checkbox"/> Engages in course coordination efforts with others in the discipline with strong contribution	<input type="checkbox"/> Engages in at least one course coordination effort with others in the discipline	<input type="checkbox"/> Engages in no course coordination efforts in the discipline	<input type="checkbox"/> Chair's/Self and Divisional Evaluation Committee
	<input type="checkbox"/> Consistently engages in course/program revision and development with substantial contribution	<input type="checkbox"/> Has conducted course/program revision & development with strong contribution	<input type="checkbox"/> Has conducted at least one course/program revision or development	<input type="checkbox"/> Has not conducted any course/program revision or development	<input type="checkbox"/> Chair's/Self and Divisional Evaluation Committee
	<input type="checkbox"/> Serves as a leader in course/program assessment efforts	<input type="checkbox"/> Has actively participated in course/program assessment efforts	<input type="checkbox"/> Has assisted in course/program assessment efforts	<input type="checkbox"/> Has not participated in course/program assessment efforts	<input type="checkbox"/> Chair's/Self and Divisional Evaluation and Assessment Committees
	<input type="checkbox"/> Consistently mentors/evaluates two or more junior/adjunct faculty with substantial contribution	<input type="checkbox"/> Has mentored or evaluated two or more junior/adjunct faculty with strong contribution	<input type="checkbox"/> Has mentored or evaluated at least one junior/adjunct faculty	<input type="checkbox"/> Has not mentored or evaluated other faculty	<input type="checkbox"/> Chair's/Self and Divisional Evaluation Committee
	<input type="checkbox"/> Mentors/advises program majors on a consistent basis	<input type="checkbox"/> Often mentors/ advises program majors	<input type="checkbox"/> Occasionally mentors/advises program majors	<input type="checkbox"/> Has not mentored or advised program majors	<input type="checkbox"/> Chair's/Self and Divisional Evaluation Committee
	<input type="checkbox"/> Has conducted two or more assessment studies of student learning outcomes (SLOs) for courses with substantial contribution	<input type="checkbox"/> Has conducted at least one assessment study of SLOs	<input type="checkbox"/> Has assisted others in assessment efforts of SLOs	<input type="checkbox"/> Has not participated in any assessment efforts of SLOs	<input type="checkbox"/> Chair's/Self and Divisional Evaluation Committee

Faculty Member: _____ **Ranking for this category:** _____

Directions: Check off the criteria satisfied by the faculty member, then take the sum of the ranking values for the criteria met. The rank of the faculty member in this category is determined by this ranking value sum using this index: Superior: 16-20; Good: 12-15; Satisfactory: 8-11; Deficient: 5-7

Category	Superior Performance	Good Performance	Satisfactory Performance	Deficient Performance	Suggested Assessment
Ranking Value	4	3	2	1	Source(s)
Contributions to the College	<input type="checkbox"/> Actively involved in one or more grant projects with substantial contribution	<input type="checkbox"/> Involved in at least one grant project with strong contribution	<input type="checkbox"/> Assisted with one grant project	<input type="checkbox"/> Has not been involved in any grant project	<input type="checkbox"/> Grant Proposal or Report; Chair's/Self or Divisional Evaluation Committee
	<input type="checkbox"/> Leader/ active participant in at least one College Governance Council with substantial contribution	<input type="checkbox"/> Leader/active participant in at least one College Governance Council with strong contribution	<input type="checkbox"/> Member or participant in at least one College Governance Council.	<input type="checkbox"/> Has not participated in any College Governance Council	<input type="checkbox"/> Academic Dean's Report; Minutes of College Governance Councils; Chair's/ Self/ Divisional Evaluation Committee
	<input type="checkbox"/> Serves as advisor or has substantially contributed to at least one student club/organization	<input type="checkbox"/> Has participated or strongly contributed to at least one student club/organization activity	<input type="checkbox"/> Has attended at least one student club or organization activity	<input type="checkbox"/> Has not been involved in any student club or organization activity	<input type="checkbox"/> Dean of Student's Report; Chair's/Self/ Divisional Evaluation Committee
	<input type="checkbox"/> Has conducted more than one presentation/ workshop for colleagues and/or students	<input type="checkbox"/> Has conducted at least one presentation or workshop for colleagues and/or students	<input type="checkbox"/> Has worked with others in at least one presentation or workshop for colleagues/students	<input type="checkbox"/> Has not conducted any presentation or workshop for colleagues/students	<input type="checkbox"/> Copy of flyer; Chair's/ Self / Divisional Evaluation Committee
	<input type="checkbox"/> Has substantially contributed to college-wide activities (student awards functions; open houses; College forums; etc.)	<input type="checkbox"/> Has strongly participated in at least one college-wide activity at the College	<input type="checkbox"/> Has attended at least one college-wide activity at the College	<input type="checkbox"/> Has not attended any college-wide activity at the College	<input type="checkbox"/> Chair's/Self/ Divisional Evaluation Committee

Faculty Member: _____ **Ranking for this category:** _____

Directions: Check off the criteria satisfied by the faculty member, then take the sum of the ranking values for the criteria met. The rank of the faculty member in this category is determined by this ranking value sum using this index: Superior: 11-12; Good: 9-10; Satisfactory: 6-8; Deficient: 3-5

Category	Superior Performance	Good Performance	Satisfactory Performance	Deficient Performance	Suggested Assessment
Ranking Value	4	3	2	1	Source(s)
Contributions to Community Service	<input type="checkbox"/> Substantially contributes to agencies or services that benefit the community (church, school, service group, fraternal or non-profit organization, etc.)	<input type="checkbox"/> Regularly participates with at least one agency/service that benefits the community	<input type="checkbox"/> Has participated with at least one program that has benefited the community	<input type="checkbox"/> Has not participated in any community service program or activity	<input type="checkbox"/> Academic Dean's Report; Chair's/ Self/Divisional Evaluation Committee
	<input type="checkbox"/> Acts as a spokesperson or liaison to community groups on behalf of the College	<input type="checkbox"/> Has represented the College in at least one community group	<input type="checkbox"/> Has represented the College in at least one community program	<input type="checkbox"/> Has not represented the College in any community programs	<input type="checkbox"/> Academic Dean's Report; Chair's/ Self/Divisional Evaluation Committee
	<input type="checkbox"/> Actively involved in research projects for the community, industry or government	<input type="checkbox"/> Involved in at least one research project for the community, industry or government	<input type="checkbox"/> Participated in some aspect of a research project for an outside agency	<input type="checkbox"/> Has not engaged in any research projects for an outside agency	<input type="checkbox"/> Research or community agency report; Chair's/ Self /Divisional Evaluation Committee

Faculty Member: _____ **Ranking for this category:** _____

Directions: Check off the criteria satisfied by the faculty member, then take the sum of the ranking values for the criteria met. The rank of the faculty member in this category is determined by this ranking value sum using this index: Superior: 16-20; Good: 12-15; Satisfactory: 8-11; Deficient: 5-7

Category	Superior Performance	Good Performance	Satisfactory Performance	Deficient Performance	Suggested Assessment
Ranking Value	4	3	2	1	Source(s)
Scholarly or Other Contributions to Professional Organizations	<input type="checkbox"/> Maintains active membership or leadership position in professional organizations	<input type="checkbox"/> Is a member of some professional organizations	<input type="checkbox"/> Is a member of at least one professional organization	<input type="checkbox"/> Is not a member of any professional organization	<input type="checkbox"/> Professional organizations' listings
	<input type="checkbox"/> Published more than once in print/ online; engaged in creative productions and/ or presented at professional conferences	<input type="checkbox"/> Has published at least one article and/or presented at a professional conference	<input type="checkbox"/> Has assisted others in at least one publication and/or conference presentation	<input type="checkbox"/> Has not published nor presented in any conference	<input type="checkbox"/> Professional journals/ websites or conference program
	<input type="checkbox"/> Continues scholarship in the discipline by taking courses, earning a degree/ certificate or engaging in research /advanced training.	<input type="checkbox"/> Has taken more than one graduate/ certificate course or advanced training in the discipline	<input type="checkbox"/> Has taken at least one graduate/ certificate course or advanced training in the discipline	<input type="checkbox"/> Has not engaged in any graduate/ certification work or advanced training in the discipline	<input type="checkbox"/> College transcript with course(s) & grade(s); Self Evaluation
	<input type="checkbox"/> Consistently engages in professional development activities	<input type="checkbox"/> Has engaged in more than one professional development activity	<input type="checkbox"/> Has engaged in at least one professional development activity	<input type="checkbox"/> Has not engaged in any professional development activities	<input type="checkbox"/> Flyer; Chair's/ Self/ Divisional Evaluation Committee
	<input type="checkbox"/> Has received honors/awards for work in the discipline	<input type="checkbox"/> Has received at least one honor/ award from work within the discipline	<input type="checkbox"/> Has received some form of recognition from work in the discipline	<input type="checkbox"/> Has not received any recognition from work within the discipline	<input type="checkbox"/> Copy of the award letter; Chair's/ Self/ Divisional

Faculty Member: _____ **Ranking for this category:** _____